

PeopleSoft Financials Bulletin No. 1

Watch for periodic bulletins regarding PeopleSoft Financials as we find it necessary to change procedures and fix problems going forward.

Inputting Regular Vouchers

- If you receive a message similar to this while inputting a voucher, "EFT ROUTING INFORMATION FOR THIS VENDOR IS INCOMPLETE. PAYMENT METHOD SYSTEM CHECK WILL BE USED," please call Ardyce or Bev at OMB immediately and give them the voucher number. They can change the pay method back to ACH over the phone.
- There are still recurring problems while attempting to change the address that the check/ACH advice goes to. Agencies need to make this change by using the look-up feature on the **Location**, not the address. The vendor's addresses are tied to specific locations, and the system is going to make the payment based on the address tied to the Location that was selected.
- A new feature has been added to the voucher approval status. When vouchers are initially approved, a Process Instance number appears on the screen as shown below:

The screenshot shows the 'Approval' tab of a voucher entry screen. It includes fields for Unit (11000), Invoice (Testing process instance numbe), Vendor (BROWN & SAENGER), Voucher (00003434), Date (01/03/2005), and ID (0000000172). The 'Approval Information' section has radio buttons for Pending, Approved, and Denied, with 'Appr Inst:' showing 42485. The 'Voucher Details' section shows Gross Amt (10.00 USD), Sales Tax (0.00), Freight (0.00), Use Tax (0.00), and Entered VAT (0.00). Below this is a 'Details' table with columns for Remit SetID, Remit Vendor, Name 1, and Name 2, showing SHARE, 0000000172, BROWN & SAENGER. At the bottom are buttons for Save, Return to Search, and Notify.

Remit SetID	Remit Vendor	Name 1	Name 2
SHARE	0000000172	BROWN & SAENGER	

This feature helps when you are not sure if a voucher has already been approved by the initial approver or not, as this number will only show up after you have clicked "Approved," "SAVE," and then "OK." This should eliminate vouchers showing up on final approvers' worklists more than once.

Reimbursing Travel Expenses

All state employees have been automatically set up as vendors for reimbursing travel expenses. There are a few points that need to be kept in mind regarding employee vendors:

- Since employee vendors were copied over from payroll in a mass conversion, the program copied employees' existing payment method for their payroll "balance" of pay. If an employee wishes to receive paychecks direct deposit, but their travel reimbursements by check, **please notify** the spovendor@state.nd.us email of this, and

they can remove the direct deposit information on the employee vendor. It is also possible for an employee to have travel reimbursements direct deposited to a different bank and/or account.

- However, whenever an employee makes any change to their payroll direct deposit information, this will automatically populate the direct deposit fields in the vendor with the same information. If this happens, just notify the Vendor Registry office at spovendor@state.nd.us, and they will fix it again. You may wish to notify your agency's payroll clerk(s) of this also.
- Please be sure to enter the employee's EMPL ID in either the short name field or the vendor ID field when entering the voucher for travel reimbursements. That will ensure the correct vendor is selected.
- The Travel Expense Voucher form (SFN 52785) has been updated with PeopleSoft values. It is available on the OMB Fiscal Management website under "Forms" (<http://www.state.nd.us/fiscal/>) and also at the state's E-Forms website: <http://www.state.nd.us/eforms/>.

SpeedCharts

When setting up SpeedCharts, the effective date is the key. What that means is make sure the effective date is equal to or less than the date you want to charge expenses to. If the trans date is prior to the effective date, the SpeedChart will not be available for use.

PO Workflow

Users can trace the process of the workflow in two places.

- The first place is in the purchase order on the PO Form page in the drop down at the bottom of the page labeled "More": (1) Click on the drop down; (2) Click on the '01-Activity Log'. This page will tell you created, modified, or approved the PO and when.
- The second place to check the workflow process is in *Purchasing/Purchasing Orders/Review PO Information/PO Route Status*. By selecting a purchase order the user will be able to see the worklists that the approvals have been sent to and when they were approved or denied.

Reports:

- Labor Distribution Reports are now created through the Payroll module. The reports look the same as those that were created from SAMIS and are available in similar sorted order. These reports are created on demand. Detailed instructions for running these reports have been sent to the payroll people in your agency.
- Please keep in mind that reports stay listed on Report Manager for 45 days after posting.
- Suggestions for finding the reports you need in Report Manager:
 - 1) Under the "Administration" tab, click on the heading **Report Description**. This will sort the reports in numeric order for ease in locating.

- 2) You may need to increase the number of days you are searching under, depending upon how much time has elapsed between the day the reports were first posted and when you are trying to access them.
- When running a query from **Query Viewer**, remember to hit **Run** rather than the Query Name that is also highlighted in Blue.

Queries: (navigation: Reporting Tools > Query Viewer)

There are three queries for **Projects** available under Query Viewer that we suggest agencies that use Projects become familiar with:

- NDSALL_PROJ_ITEM – This query will list all transactions that have posted to your agency's projects within the date range selected.
- NDSALL_PROJ_ITEM_AP – This query will list all the transactions coming through accounts payable to your agency's projects. It gives more detailed vendor information.
- NDSALL_PROJ_SELECT_PROJ – This is a new query that will give you similar information to the first query listed above (NDSALL_PROJ_ITEM), but you can specify a single project for the search.

Asset Management:

- There was one item missed in the manual on how to do retirements of assets. The directions on page 46 of the revised manual include "Select the proper Disposal Code. You will also need to enter the proper Trans Code. The Trans code is the most important field for entering the means of disposal of you asset.
- When entering additions or retirements for assets that occurred in a prior month, be sure to fill in the actual date of the purchase or disposal in the **Trans Date** field. (You can enter that earlier date in both the Trans Date and the Acctg Date fields, but the system will probably switch the Acctg Date to either the current date, or the first day of the current month.) By entering that earlier date in the Trans Date field, the system will do all the depreciation and related calculations from the correct date.

Just a Reminder:

If you experience problems signing into the PeopleSoft environments, first try to clear the Temporary Internet Files from your computer. Be sure to check the "delete all offline content" box. If you spend a lot of time entering in PeopleSoft, you may want to do this on a regular basis to free browser cache memory. Keeping the version of Internet Explorer updated with Microsoft critical and security updates will help keep the frequency of error messages to a minimum.

Continue to log problems with the Help Desk at 328-4470 – that's still the best way of ensuring that someone from the ConnectND team will address your problem. More bulletins will follow as issues arise.